



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All Persons Interested
2	Job Classification	MANAGEMENT ANALYST IV
3	Posting Number	PN# 106859
4	Department	Fire Department
5	Division	EMS
6	Section	Headquarters
7	Reporting Location	500 Jefferson
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u>	
	<div>1. Develops the skills and competences of subordinates through training and development activities related to current or future job. Formulates and develops systems or "action plans", procedures and programs to meet training needs and system problems to be addressed based on the needs identified by the EMS CQI process.</div> <div>2. Participates in the evaluation process of the efficacy of the monitoring of patient care system and formulates and develops systems or "action plans", procedures and programs to meet training needs of CQI Staff.</div> <div>3. Collaborate and/or provides data analysis reports monthly or as needed with Medical Director, management and supervisory personnel to assess training needs identified through analysis of critical indicators.</div> <div>4. Conducts monthly or as needed conferences with staff and management to filter data analysis reports and data collected by the CQI team.</div> <div>5. Develops and provides reports to Medical Director and CQI Manager of results of data collected by CQI team.</div> <div>6. Supervises, directs, and evaluate Chart Auditors in the monitoring of patient care through random chart review.</div> <div>7. Supervises, directs and evaluate Customer Service Representatives in automated data collection of satisfaction of patients</div> <div>8. Qualified applicants will be subject to an assessment of skills during the interview process</div>	
10	<u>WORKING CONDITIONS</u>	
	The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u>	
	Requires a Bachelor's degree in Public Administration, Business Administration, Finance or a closely related field. (Directly related experience may be substituted for the educational requirement on a year-for-year basis.)	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u>	
	Six (6) years of professional experience in accounting, budget analysis, finance, public administration or a field closely related to the job are required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u>	
	Must have a valid Texas driver's license and be in compliance with the City's policy on driving (AP2-2).	
14	<u>PREFERENCES</u>	
	Prefer health care experience and excellent working knowledge of Microsoft Office.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes No	
	If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u>	
	Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:	
	<div>Salary Range - Pay Grade 25</div> <div>\$1501.00 - \$2080.00 Biweekly \$39,026.00 - \$54,080.00 Annually</div>	
18	<u>OPENING DATE</u>	September 21, 2005
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u>	
	Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone number (713) 837-9471. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
	An equal opportunity employer	